

24 April 1973

MEMORANDUM FOR: Director of Security

SUBJECT : Proposed Reorganization of the
Office of Security

1. In recent discussions on reorganization and realignment within the Office of Security, the preponderance of opinion of the Committee was that the Administration and Training Staff should be merged with the Executive Staff under the Executive Officer. I personally would like to register a dissenting vote to this proposal.
2. While several of the offices in the M&S Directorate are organized in this manner (Logistics, Training and Finance) their functions are all limited to administrative matters and the Executive Officer is an Administrative Careerist who has been trained in all of the services over which he has cognizance. In the Office of Security, however, the Executive Officer, and rightfully so, is a Security Careerist who has responsibilities over establishment of Security policies, practices and operational security policies. He is more in line with and in contact with operations than administrative support. In view of the above, I do not believe that it would be proper management to have either an Administrative Careerist supervising day-by-day programs establishing Security policy or supervising Special Security operational matters or a Security Careerist supervising purely administrative matters.
3. Admittedly, there can be some strong arguments made in favor of placing Security training under the Executive Staff but I firmly believe that the purely administrative functions (i.e., Logistics, Personnel and Finance) must be supervised by an Administrative Careerist who reports directly to the Director of Security.

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4. In conclusion, I feel that there should be two chains of command going directly to the Director of Security. The executive line which regulates Security policy, including Agency USIB, and Special Security Center matters and the administrative line which has cognizance over the financial, personnel, logistical, and administrative planning details. The training function could go either way since it has functions on both sides of the fence.



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Chief, Administration and Training Staff

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S E C R E T

EXECUTIVE STAFF

The Executive Staff serves as the policy and planning component of the Office of Security for programs which transcend specific organizational components. The Staff provides Office of Security support to the Security Committee of the United States Intelligence Board; establishes security policy for sensitive inter-departmental intelligence collection programs; provides security guidance in many areas; prepares and disseminates overall security policy throughout the Agency and in coordination with other government agencies; and provides programming, budgeting and administration within Office of Security Headquarters components and also its [redacted] foreign field units. The Executive Staff is composed of the Plans, Programs and Administration Staff and the Special Security Center.

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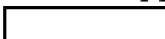
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Position #: 0701
GS-16
Executive Officer

Staff : Executive

DESCRIPTION: This Officer supervises, manages, and directs the activities of the Executive Staff involving the Plans, Programs and Administration Staff and the Special Security Center. He is responsible to the Director of Security in the planning and policy fields of the Office of Security which transcends specific organizational components. He is the alternate member of the Security Committee of the United States Intelligence Board. He maintains appropriate liaison with CIA components and other government departments and agencies on matters of security policy concern. He furnishes security support to the Deputy Director for Support and the DCI through the Director of Security.

He is responsible for the establishment of security policies and procedures for the extraordinary protection of certain designated intelligence collection programs conducted by CIA and other agencies represented on USIB.

In addition, he is responsible for all planning, programming, and budgeting matters, as well as administrative support for all Office of Security components at Headquarters,  and overseas field units. 25X1

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S E C R E T

EXECUTIVE STAFFSPECIAL SECURITY CENTER

The Special Security Center (SSC) establishes security policy for the extraordinary protection of certain designated intelligence collection programs conducted by CIA and other agencies represented on USIB; formulates procedures for the implementation of this security policy on a community-wide basis; assures these programs the maximum protection by the application of uniform compartmented security control systems from the initial planning stages, during research and development, procurement, deployment and operation, on through the exploitation and dissemination of the end products; conducts in depth surveys and inspections as are required to develop policy requirements; conducts independently and in coordination with other agencies periodic surveys and inspections to determine compliance with established security policies, practices and procedures for two compartmented systems.

The SSC furnishes security guidance on matters dealing with downgrading, decontrol, sanitization or public release of information related to these programs; monitors news media to keep currently informed as to the effectiveness of established security policy and the extent of possibly erosive speculation; identify possible security leaks which require investigation and/or possible action by the Security Committee/USIB; monitors the processing of all special clearance actions to ensure the most effective protection of these programs among personnel in U.S. Government agencies not represented on USIB, in the Executive Offices of the President, and those appointed to Presidential Committees or study panels; and conducts the briefings and debriefings of personnel involved as well as providing other briefings when required.

The SSC provides a representative to the USIB committee which develops the requirements for these programs and a full-time security officer to the staff of the Assistant Secretary of the Air Force (R&D) who manages these special programs to ensure uniform application of these security policy standards among participating agencies.

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Position #: 0706

GS-15

Chief, Special
Security Center

Staff : Executive

DESCRIPTION: The Chief, Special Security Center supervises, manages, and directs the activities of the Special Security Center. In this capacity he directs the establishment of security policy for the extraordinary protection of highly sensitive intelligence collection programs conducted by the CIA and other agencies affiliated with the United States Intelligence Board. Representing the Director of Security and the DCI in their security authorities as relates to compartmented intelligence within the U. S. Government, the scope of this officer's activities extends from an intra-Agency/ inter-intelligence community to international liaison requirements in the pursuit of effecting the mission of the Special Security Center. This officer functions as the Security Officer/Central Intelligence Agency.

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Position #: 1034
GS-15
Special Intelligence
Security Officer

Staff : Executive

DESCRIPTION: As Special Intelligence Security Officer, this individual has the responsibility for the development, implementation and enforcement of special intelligence security regulations for all components of the Agency ([redacted])

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In addition, the incumbent is responsible for the security control of all special intelligence utilized by the White House Staff, National Security Council, President's Foreign Intelligence Advisory Board, Office of Management and Budget, emergency relocation sites, and other activities within the Executive Office of the President. In accomplishing the above, this officer is charged with the tasks of providing policy guidance, briefings, security facilities approvals, and general security support in the special intelligence field for all of the above listed activities. The incumbent enjoys considerable liaison with the National Security Agency. This officer serves as the security advisor to the SIGINT Committee of the United States Intelligence Board and its subcommittees. He is the Special Intelligence Security Officer for the Central Intelligence Agency (SISO/CIA).

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PLANS, PROGRAMS AND ADMINISTRATION STAFF

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The Plans, Programs and Administration Staff provides planning, programming, budget, fiscal, personnel, logistical, and training support and special services for all staffs, divisions, activities and operations of the Office of Security within its Headquarters components and also its [redacted] develops and implements

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internal administrative policies and procedures pertaining to programming, budget and fiscal, personnel, logistical and training matters; provides personnel services to all components of the Office, including recruitment, placement, technical guidance and secretarial support for the Career Service, and consultation with supervisors for career management and development purposes; assumes accountability for all property assigned to the [redacted] and for certain technical equipment assigned to Headquarters; coordinates and has primary responsibility for the preparation of the annual Security Program and prepares the Office of Security budget estimates and financial operating plans; prepares administrative reports and studies on Office budget matters and maintains budget controls and financial records; prepares and executes the Agency Security Education Program; coordinates and administers formal and tutorial security training for the Office of Security and other Agency components.

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Position #: 0238
GS-16
Administrative
Officer - Chief

Staff : Administration
and Training

DESCRIPTION: The incumbent supervises and reviews staff activities of four branches that encompass plans, programs, budget and fiscal, personnel, logistical and training support and special services for all staffs, divisions, activities and operations of the Office of Security within its Headquarters components and also its [redacted] units. The incumbent is responsible for developing, recommending and implementing internal administrative policies and procedures pertaining to personnel, budget and fiscal, logistical and training matters. The incumbent directs personnel, administrative and management services provided to all components of the Office, including recruitment, placement, technical guidance and secretarial support for the Career Service. Incumbent provides office career management and development advice to senior officials of this Office, including the Director. Incumbent assumes responsibility for all property accountability within the Office, [redacted] Incumbent directs the preparation and submission of administrative reports, studies, and office budgets and insures that proper controls and records are maintained. Incumbent gives overall direction for the Office of Security's Agency Security Education Program and other specialized security training.

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Position #: 0386
GS-13
Personnel Officer -
Chief

Staff : Administration
and Training

DESCRIPTION: The incumbent directs a personnel program and provides personnel services of all types in support of approximately

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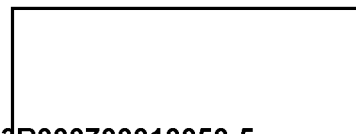


incumbent provides direction and administration of the Personnel Branch, which is the focal point for the Office of Security recruitment, personnel processing, placement, career management, personnel evaluation, employee counseling and guidance, personnel relations, and all levels of personnel staff work.

Incumbent directs a selection and placement program for the Office of Security involving all types of positions, including investigative, analytical, technical and clerical. Incumbent manages Personnel Evaluation Program and offers advice and guidance for supervisory personnel in processing cases involving disciplinary actions. Serves as Secretary and Personnel and Career Management Specialist to the Security Career Service Board and directs Personnel Relations Program designed to promote the best possible supervisor-employee relationships. Advises senior officials on organizational structure and personnel staffing and provides counseling service for all careerists on personnel and personal matters.

Under the direct supervision of the Chief, Administration and Training Staff, supervises four Personnel Officers and three clerical employees.

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Position #: 0241
GS-14
Security Training
Officer - Chief

Staff : Administration
and Training

DESCRIPTION: This Officer supervises the planning, developing, administration, and presentation of the Agency Security Education Programs, Security Training Courses, and the OS Conference and Seminar Programs. The incumbent also coordinates and administers intra-Agency and external training for OS personnel and is responsible for conducting official liaison with counterparts in other Government agencies.

Incumbent supplies staff guidance to senior Office officials on the role of training in personnel and career development, provides training liaison support for Agency and Office training activities, and monitors a broad range of internal and external training courses and programs that have a security or career development application. Additionally, incumbent is the chief instructor and briefer for courses and seminars provided by the Training Branch, which includes the Agency indoctrination program provided for all new employees, the Security reindoctrination program and special security briefings or support as required.

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Position #: 0632
GS-12
Logistics Officer - Chief

Staff : Administration
and Training

DESCRIPTION: Under the direction of the Chief, Administration and Training Staff, the incumbent is responsible for directing and providing logistical support for the Office, [REDACTED] and regional units overseas. This includes all facets of logistical support and requires daily liaison with the Office of Logistics. The incumbent develops, recommends and implements logistical plans, programs and policies in support of Office of Security activities; provides the necessary office supplies; maintains equipment records and accountings; prepares reports as required; and advises management on Agency and Office logistics policies and procedures. Incumbent supervises one GS-07 Administrative Assistant. 25X1A

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Position #: 0631

GS-13

Budget and Fiscal Officer -
Chief

Staff : Administration
and Training

DESCRIPTION: Under the direction of the Chief, Administration and Training Staff, the incumbent acts as Chief of the Budget and Fiscal Branch and serves as technical advisor to the Director of Security on budget and financial aspects of all programs and activities. Directs the preparation of budget estimates and the operating budgets and prepares special reports on a monthly and quarterly basis on the status of the operating program. Supervises the establishment and maintenance of control and subsidiary accounting records for Office funds, prepares special reports as required and supervises a GS-12 Budget and Fiscal Officer, a Finance Assistant and one Clerk Typist. Supervises the disbursement of an Office revolving fund and acts as co-custodian. Serves as certifying officer for all financial transactions within the Office of Security.

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23 April 1973

DISCUSSION PAPER

2 selections

I. DD/PTOS Organizational Chart

A. Chief/OPS position

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B. Possible cuts (7 slots, including GS-16)

C.

II. DD/PSI Organizational Chart

A. Branch Structure

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B. Possible cuts

C.

III. Executive Staff

A. Further Discussion on Consolidation of ES & A&TS

B. Possible cuts in A&TS elements

C. Possible cuts in EPD elements

IV. General Approach to Branch Structure and Size

V. Approach to realignment of functions

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A. Consider functions directly affected. (SRS, NDPC, Poly, etc.)

25X1 B. Defer functions not affected (SSC, Computer matters, etc.)

VI. Working Deadlines

A. Complete input and tentative agreement - 25 April 1973

B. Final approval of basic draft - 27 April 1973

C. Typing and signatures of Task Force - 30 April 1973

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